



## MEMORANDUM

**TO:** Audit Committee of the School Board of the City of Virginia Beach

**FROM:** Ms. Karen W. Woodson, CIA, CFE<sup>KW</sup>  
School Board Internal Auditor, Department of Internal Audit

**SUBJECT:** Expenditure Analysis – Virginia Beach Middle School

**DATE:** August 19, 2024

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## BACKGROUND

As part of the calendar year 2024 Audit Work Plan, the Department of Internal Audit (IA) has performed an Expenditure Analysis for Virginia Beach Middle School (VBMS). This work does not constitute an audit conducted in accordance with generally accepted government auditing standards.

VBMS has approximately 90 staff members, including the principal, one assistant principal and one administrative assistant and has a student population of approximately 550 students. Money allocated to the schools is based on staffing as well as student enrollment. VBMS received an allocation of \$48,090 for fiscal year 2023 and \$48,604 for fiscal year 2024.

## PROJECT OBJECTIVES

The primary objective of this project was to ensure expenditures were properly processed.

## PROJECT SCOPE AND METHODOLOGY

IA reviewed non-salary/benefit related expenditures recorded in the Allocation Fund (202) for VBMS's location code (6014) for the period April 1, 2023 – March 31, 2024. For this period, expenditures totaled approximately \$53,470. IA examined 100% of these expenditures. IA regrouped and summarized the expenditures based on expenditure type.

IA reviewed these expenditures to determine if:

- The signature authority approved the transaction;
- The items purchased were reasonable based on the function of the school;

## PROJECT SCOPE AND METHODOLOGY, CONTINUED

- The transactions were coded to the correct general ledger account;
- The final approval for payment was received within 45 days of the invoice date, or the date the goods or services were received;
- The approved payment amount and vendor match the invoice;
- The invoice amount matched any contracts referenced in Oracle, if applicable;
- The contract attached or referenced in Oracle was properly approved/signed, if applicable; and
- Procurement guidelines were followed for transactions over \$10,000.

## RESULTS

### Summary of Expenditures Analyzed

IA summarized the analyzed expenditures into the following categories. Note that these categories are grouped by type of expenditure, not by general ledger account code.

<u>Category</u>	
<b>Computer equipment/technology related accessories</b>	
Poster printer	\$ 3,598.00
Accessories	1,794.75
<b>Instructional materials and supplies</b>	
Library Media Center supplies	4,653.64
Subscriptions/renewals	4,108.83
General classroom	3,867.18
Library Media Center books	2,935.76
Student planners	1,580.00
Physical education	1,431.16
<b>Other categories</b>	
Office Depot supplies (office and instructional)	8,806.67
Food (staff)	7,415.41
Office supplies	3,283.17
Printing charges	3,151.66
Staff apparel	2,421.85
Food (students)	2,046.76
Postage & shredding	939.16
Dues and memberships	687.00
Staff appreciation supplies	434.22
Conference registration	315.00
<b>Total expenditures analyzed</b>	<b>\$ 53,470.22</b>

## RESULTS, CONTINUED

### Processing of Transactions

IA found that the above expenditures appeared to be processed according to division requirements with the following exceptions:

### *Incorrect Account Coding*

Six payments were coded to the incorrect account. Funds should be coded to the proper general ledger account to maintain accountability.

<u>Items Purchased</u>	<u>Amount</u>	<u>General Ledger Account Code</u>
Staff snacks	\$ 417.12	Office Supplies
Candy	127.95	Instructional Supplies
Staff food	83.27	Office Supplies
Student food	48.00	Library Books & Supplies
Bulletin board stickers	12.99	Food
Soda	12.98	Office Supplies
	\$ 702.31	

We would like to thank the staff and management of Virginia Beach Middle School for their cooperation throughout this project.

cc: Mr. Matthew D. Delaney, Chief Schools Officer, Department of School Leadership  
Dr. Shana Remian, Principal

Ms. Crystal M. Pate, Chief Financial Officer, Department of Budget and Finance  
Mr. Daniel G. Hopkins, Director, Office of Business Services